



**AMERICAN INDIAN COUNCIL
OF MARIPOSA COUNTY**

SOUTHERN SIERRA MIWUK NATION
P.O. Box 186 · Mariposa, California 95338
SouthernSierraMiwukNation.org

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CULTURAL MONITOR COORDINATOR – MIWUK NATION
Position Description

Department:	A.I.C.M.C. Cultural Preservation	Reports To:	Miwumati Managing Director
Pay:	\$20.00 Per Hour	Effective Date:	October 8, 2021
Hours/Week	15 – 20 Hours*	Start Date:	November Upon Hire
Classification	Non-Exempt	Type:	Regular, Part-Time*

**there is potential to expand to full-time as program grows*

Mission Statement:

To maintain and provide education to its members and the public concerning the historical, social, and cultural traditions of the Indians of Mariposa County. To take any action necessary for the protection and preservation of Indian cemeteries, burial and archeological sites, and artifacts. To provide educational, social, housing, and economic development, and health services for its members. To encourage and promote by all practical means a proper system of education for members of all ages in such subjects as home economics, hygiene, childcare, and development, etc. cooperating with state and federal departments and agencies which seek to promote such work.

Position Summary:

The Cultural Monitor Coordinator acts as the Tribal staff representative between Federal, State, Public, and County agencies projects. The Cultural Monitor Coordinator will be assigned to development/construction projects to participate and obtain firsthand knowledge of archaeological excavations and construction in areas that are known to have cultural significance or have the potential for cultural deposit. The Cultural Monitor Coordinator is responsible for responding to and supervising the protection and preservation of tribal sacred sites and strives to avoid unnecessary impacts or disturbances which may lead to the desecration of cultural sites. This position is assigned to projects primarily in Yosemite National Park and areas nearby in Mariposa County.

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209-966-3245 · 209- 742-2233 FAX
Email: ssmiwuknation@gmail.com

DUTIES AND RESPONSIBILITIES:

The following duties are considered essential for this job classification:

- *Performs duties which promote, protect, preserve, and manage all matters relating to Cultural Resources.*
- *Assign Cultural Monitors to projects through coordination with Federal, State, Public, and County agencies.*
- Supervises Monitors who perform field inspections, documents findings, and works with agencies on recommendations for projects requiring cultural monitoring.
- Ensures the protection and preservation of cultural resources during pre-development activities.
- Supervises Monitors all ground disturbing activity on assigned lands.
- Assists in evaluating Initial Studies, and Environmental Impact Reports.
- Documents project activity details and reports findings, both verbally and in writing, to the Tribal Council
- Prepares maps and digital or handwritten records from monitoring assignments for data entry.
- Conducts cultural resource inventories.
- Ensures any culturally significant items are treated appropriately.
- Participates in job related trainings and conferences.
- Prepares correspondence, reports, and other materials.
- Maintains confidential files and records.
- Performs other duties, as assigned.

Confidentiality: All employees must uphold all principles of confidentiality, to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

QUALIFICATIONS

Special Qualification(s): **MUST BE A CALIFORNIA TRIBAL CITIZEN**

Knowledge of (or willing to be trained):

Native American values, customs, and traditions; practices and procedures of archaeological excavation and investigation; methods used in identifying Native American Artifacts and human osteology, State and Federal laws and acts enacted to protect Native American cultural sites; modern office equipment and software including personal computers, computer terminals and business software; filing, indexing, and cross-referencing methods, and virtual meeting applications.

Ability to (or willing to be trained):

Develop plans, reports, and complete tasks accurately and within stated timelines; collect, analyze and report activity statistics; identify archaeological deposits and potential areas of impact, and work with cultural resource teams to preserve and protect native burials and significant finds; examine and identify archaeological finds and assess their significance; carry out a treatment plan adhere to the strictest rules of confidentiality and discretion; operate modern office equipment and software with skill and efficiency; establish and maintain cooperative working relationships with co-workers, contractors, and Tribal Citizens; demonstrate cultural competency and awareness; provide cultural awareness and sensitivity of Native American values and cultures.

License: Must possess a valid driver's license and have reliable transportation

EXPERIENCE AND EDUCATION

Experience:

One year of related work experience in site monitoring, archaeological work, or familiarity with construction practices and safety standards, preferred.

Education:

High School Diploma or equivalent (GED) required.

Certification required: 40-hour Tribal Heritage Preservation Officer Certification

Training for Certification will be provided during onboarding if needed.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Work is regularly performed in an office setting, but may at time be outdoors where exposure to adverse weather conditions is possible. Early morning work, evening, weekend work may be required, as well as working solitary at times. Limited overnight travel may be required from time to time. (Limited travel during Covid-19 Pandemic) (Remote work may be an option.)

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is regularly required to stand, kneel, or bend over for long periods of time and may be required to walk on uneven surfaces or unstable ground. The ability to use hands to handle or feel, reach with hands and arms, and balance or bend over is required. The employee must occasionally lift and/or move up to 50 pounds. Talking and hearing are essential to communicate with Citizens, employees, vendors, class participants, and staff.

Tribal and Indian Preference

The Southern Sierra Miwuk Nation is a Non-Federally Recognized Tribe and conducts business through the non-profit American Indian Council of Mariposa County, and in accordance with the Tribe's employment policies, has implemented a Tribal and Indian Preference. Pursuant to this Policy, Miwuk Nation shall give preference in hiring in the following order of priority: (1) Citizens of the Southern Sierra Miwuk Nation, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Yosemite Valley and Mariposa County, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Native American/Alaskan Native Tribe.

Aside from employment preference as provided in this section, the Southern Sierra Miwuk Nation shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

Drug and Alcohol Free Workplace. All employment is "at-will".

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